

## Finance and Administration

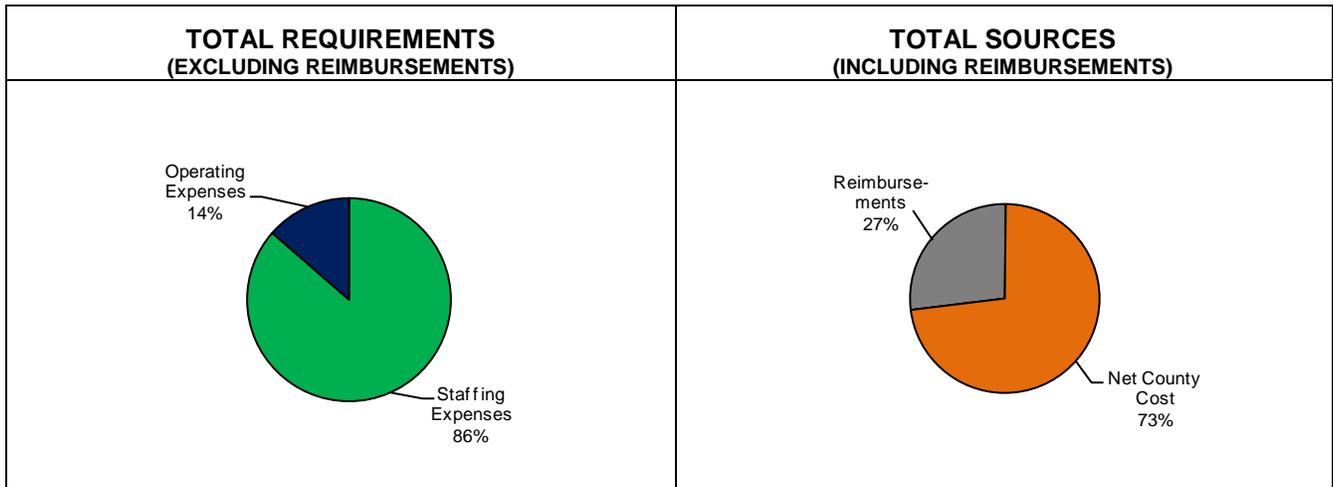
### DESCRIPTION OF MAJOR SERVICES

The Finance and Administration budget unit was created in 2011-12 to centralize financial management and oversight. In alignment with priorities of the Board of Supervisors and the Chief Executive Officer, this section provides timely and accurate financial information, and advises departments in financial matters.

Budget at a Glance	
Total Requirements (Excl. Reimb.)	\$4,205,179
Total Sources (Incl. Reimb.)	\$1,139,916
Net County Cost	\$3,065,263
Total Staff	20
Funded by Net County Cost	73%

Finance and Administration is responsible for the preparation and administration of the County budget and annual fee reviews process, including development of the five-year forecast and annual strategic plan; the administration and monitoring of the County General Fund long-term debt portfolio, which includes both issuance and post-issuance activities; and oversight and administration of the County's capital improvement program.

### 2016-17 RECOMMENDED BUDGET



**ANALYSIS OF 2016-17 RECOMMENDED BUDGET**

GROUP: Administration  
 DEPARTMENT: Finance and Administration  
 FUND: General

BUDGET UNIT: AAA FAB  
 FUNCTION: General  
 ACTIVITY: Finance

	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	(A) <u>2015-16</u>	<u>2015-16</u>	(B) <u>2016-17</u>	(B-A) Change From Prior Year Modified Budget
	Actual	Actual	Actual	Modified Budget	Estimate	Recommended Budget	
<b>Requirements</b>							
Staffing Expenses	1,840,406	2,462,736	3,101,470	3,589,136	3,358,662	3,634,052	44,916
Operating Expenses	165,254	479,745	434,657	481,360	293,952	571,127	89,767
Capital Expenditures	0	0	9,127	0	0	0	0
Total Exp Authority	2,005,660	2,942,481	3,545,254	4,070,496	3,652,614	4,205,179	134,683
Reimbursements	(364,311)	(373,277)	(753,222)	(969,595)	(818,318)	(1,139,916)	(170,321)
Total Appropriation	1,641,349	2,569,204	2,792,033	3,100,901	2,834,296	3,065,263	(35,638)
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	1,641,349	2,569,204	2,792,033	3,100,901	2,834,296	3,065,263	(35,638)
<b>Sources</b>							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State/Fed/Other Government	0	0	0	0	0	0	0
Fee/Rate	0	0	0	0	0	0	0
Other Revenue	0	4,883	227	0	5,199	0	0
Total Revenue	0	4,883	227	0	5,199	0	0
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	0	4,883	227	0	5,199	0	0
Net County Cost	1,641,349	2,564,321	2,791,806	3,100,901	2,829,097	3,065,263	(35,638)
Budgeted Staffing*	14	15	18	20	20	20	0

\*Data represents modified budgeted staffing

Note: Finance and Administration is classified as a central service department in the Countywide Cost Allocation Plan (COWCAP). In order to allocate full central service costs to the County's operating departments, central service departments do not pay COWCAP charges. Not included in this budget is \$1,082 which represents Finance and Administration's share of costs of other central service departments, such as Human Resources.

**MAJOR REQUIREMENTS AND SOURCES IN 2016-17 RECOMMENDED BUDGET**

Staffing Expenses of \$3.6 million fund 20 budgeted positions. The majority of Reimbursements are from Health Administration, County Fire, Special Districts, and Indigent Defense for administrative oversight.

**BUDGET CHANGES AND OPERATIONAL IMPACT**

Staffing Expenses are increasing by \$44,916 primarily due to negotiated salary increases and minor position changes. Operating Expenses are increasing by \$89,767 primarily due to an increase in salaries and benefits transfers out for the costs related to supporting an Administrative Analyst II position in the Law and Justice Group budget. Reimbursements are increasing by \$170,321 primarily as a result of increased reimbursements from Internal Service Fund departments, separated entities, and various departments that receive dedicated support from the Finance office.



**2016-17 POSITION SUMMARY\***

Division	2015-16				2016-17		Limited	Regular
	Modified Staffing	Adds	Deletes	Re-Orgs	Recommended			
Finance and Administration	20	1	-1	0	20	2	18	
Total	20	1	-1	0	20	2	18	

\*Detailed classification listing available in Appendix D.

**STAFFING CHANGES AND OPERATIONAL IMPACT**

Staffing Expenses of \$3.6 million fund 20 positions of which 18 are regular positions and two are limited term positions. The budget includes a staffing reorganization with the Law and Justice Group which transfers one Administrative Analyst II out of Finance and Administration to the Law and Justice Group and one Administrative Analyst III to Finance and Administration from the Law and Justice Group, to better align the responsibilities of the positions with their departmental assignments.

